

DIRECTIONS FOR SUBMISSION OF ANNUAL STUDENT DISCIPLINE RECORD SYSTEM

Date last updated: 10/5/04

The information required in the Rhode Island Annual Student Discipline Record System is necessary to comply with both the Federal Gun Free Schools Act and Rhode Island General Law 16-60-4 (22). All Rhode Island public schools must report all disciplinary actions that result in in-school or out-of-school suspensions or placement in alternative programs. Failure to comply by any school can result in the withholding of grant funds to the school district.

In order to meet these requirements and be as accurate and expedient as possible, all schools and communities should follow these procedures:

- ♦ **All schools must complete all fields of the report (e.g., SASID, sex, dob, race, lunch status, discipline, infraction, type of weapon, etc.). If a school has no incidents please provide notification;**
- ♦ **Submit school reports to the LEA central office or other LEA designated location for a data check/merge;**
- ♦ **All reports should be submitted electronically by the LEA central office through a Web application on eRIDE (<http://www.eride.ri.gov>), no other forms will be accepted;**
- ♦ **Designate one person for the district who can be contacted for questions regarding the report;**
- ♦ **All data must be received no later than August 5th, 2005;**
- ♦ **Contact:**

**Rhode Island Department of Education
Sheila Galamaga
401-222-4600 x 2361
discipline@ride.ri.net
Office of Integrated Social Services
255 Westminster Street
Providence, RI 02903-3414**

DIRECTIONS FOR COMPLETING THE STUDENT DISCIPLINE RECORD SYSTEM REPORT School Year 2003-2004

Please enter the following information for all disciplinary incidents as stipulated by Legislation.

DATA ELEMENT	CODES and DIRECTIONS
SASID (SASID)	A 10-digit State Assigned Student ID. A student reported more than once should be recorded using the same SASID number. Your data submission will be rejected if missing or invalid SASIDs are detected.
DISTRICT CODE (DISTCODE)	The 2 digit state-assigned district code.
SCHOOL CODE (SCHCODE)	The 5 digit state-assigned school code.
GRADE CODE (GRADE)	Student's grade at the time of the incident. Acceptable grade codes are: 01-12, KF = Full-day Kindergarten, KG = ½ Day Kindergarten, PF = Full-day Pre-kindergarten, PK = ½ Day Pre-kindergarten
DATE OF BIRTH (DOB)	The format should be MM/DD/YY Example: March 24, 1986 = 03/24/86.
RACE/ETHNICITY (RACE)	A = American Indian/Alaskan Native D = Hispanic B = Asian/Pacific Islander E = White (not Hispanic) C = Black (not Hispanic)
GENDER (SEX)	M = Male or F = Female
SCHOOL LUNCH STATUS (LUNCH)	F = Free R = Reduced Price N = None
SPECIAL EDUCATION (IEP)	Y = Yes, the student has an active IEP N = No, the student does not have an active IEP
INFRACTION (INFRACTION)	Please see attached.
INFRACTION DATE (INFRACTION_DATE)	Date infraction occurred.
DISCIPLINE CODE (DISCIPLINE)	B = Suspended/Out-of-School C = Suspended/In-School D = Placed in Alternative Program for disciplinary reasons Expulsion is no longer a valid discipline code.
DURATION (DURATION)	Discipline duration as number of days , from 1 to 180 (no half days – round to the next highest whole number).
TYPE of GUN/WEAPON (WEAPON)	Complete only if the Infraction Code is #39 WEAPON POSSESSION H = Handgun R = Rifle A = Automatic P = Replica 0 = Other K = Knife
REASON FOR #33 – Other (REASON)	Explain briefly (maximum of 40 characters) the reason for the discipline, <i>only</i> when the infraction code is #33 – Other.

Please follow the latest instructions on eRIDE (<http://www.eride.ri.gov/>, click on State Reporting, then Discipline Report) for information on how to submit the compiled discipline records to RIDE.

**RHODE ISLAND DEPARTMENT OF EDUCATION
ANNUAL REPORT ON STUDENT DISCIPLINE**

Record Suspension

Records the student's record in an Excel Spreadsheet.

Update Suspension

Prompts the user for a Student SASID and an Infraction Date. Locates the record and allows the user to make changes to any of the fields. Whether you make changes or not, be sure to press **Record Suspension**. Otherwise it will not save the record.

Delete Suspension

Prompts the user for a Student SASID and an Infraction Date. Locates the record and allows the user to view the record before choosing to delete it. Once record is viewed press **Confirm Deletion** to delete, otherwise press **Clear Screen**.

Clear Screen

Clears all values.

Reminder

If the student already has an existing record, you do not need to re-enter all the fields. To bring up the student's information follow these steps:

- Enter the Student's SASID in the SASID Box and Press Enter
- Press Ctrl-S
- Fill-Out All Appropriate Information
- Press **Record Suspension**

★★ ALL DATA SHOULD BE REVIEWED AT THE DISTRICT LEVEL
AND SUBMITTED THROUGH ERIDE (<http://www.eride.ri.gov/>) ★★

🔗 **Directions for Exporting the Data for later submission on eRIDE:**

- ▽ At the bottom of your Excel Spreadsheet you will see a series of tabs, such as Discipline, Infraction Definition, DiscList and Contact Info. Select the **Contact Info** Tab and follow the directions given below:
- ▽ Press the **Save for Transfer to R.I.D.E** button.
- ▽ A folder will be created on your C:/ drive called **Discipline 2004-2005**
- ▽ This folder will contain two files, namely disci(*)_contact and disci(*)_records.

If you are entering data for all schools in your district, you will see the following two files with your district code in the **Discipline 2004-2005 Folder**. In this example the district code is 01 for Barrington.



If you are entering data for a single school in your district, you will see the following two files with your school code in the **Discipline 2004-2005 Folder**. In this example the school code is 01103 for Primrose Hill School.



🔗 **Directions for Submitting Discipline Files:**

- ▽ Open the Saved files in Excel, then save your data in an Excel spreadsheet.
 - ▽ Open Excel application;
 - ▽ Click on File/Open, select Text Files next to Files of Type, select the File from the Discipline 2004-2005 folder, click on Open;
 - ▽ Text Import Wizard opens, click on Next > (Step 1 of 3);
 - ▽ Check 'Comma' for Comma for Comma Delimiter, click on Next > (Step 2 of 3);
 - ▽ Select the 1st field, press down the Ctrl key, select the last field, check Text under Column data format, click on Finish (Step 3 of 3);
 - ▽ Rename the sheet to Sheet1: renaming the sheet is critical, or else your submission will fail;
 - ▽ Click on File/Save As, chose Microsoft Excel Workbook next to Save As Type, give it File Name, click on Save to save the data.
- ▽ If you are entering data for a single school, please remember to forward these files to your district contact person for review and submission to RIDE.
- ▽ Please do not Email the files to RIDE as you did before. All LEAs should submit the files by using a Web-based application on eRIDE (<http://www.eride.ri.gov/>).

Please follow the latest instructions on eRIDE (<http://www.eride.ri.gov/>, click on State Reporting, then Discipline Report) for information on how to submit the compiled discipline records to RIDE.

EXPANDED INFRACTION DEFINITIONS

Student Discipline Record System School Year 2003-2004

It is understood that the following Infraction Codes apply to situations occurring on school grounds, at school-sponsored activities, and on transportation to and from school and all other school-related transportation.

Administrators must consider age and developmentally appropriate behavior before using any of these categories.

1.	Alcohol	Possession, use or sale of intoxicating alcoholic beverages.
2.	Arson	To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.
3.	Assault of a Student by a Student	An actual intentional touching or striking of another student against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or "beats up on" another individual or threatens with the ability to carry it out. Includes an attack with a weapon or one that causes serious bodily harm to the victim. This category should be used only when the attack is very serious, to warrant calling the school administration, the police, or bringing in security, where the intent is to do bodily harm to someone.
4.	Assault of a Teacher or Other School Staff by a Student	An actual intentional touching or striking of a teacher or staff member against his or her will or intentionally causing bodily harm to an individual. When a student physically attacks or "beats up on" another individual or threatens with the ability to carry it out. Includes an attack with a weapon or one that causes serious bodily harm to the victim. This category should be used only when the attack is very serious, to warrant calling the school administration, the police, or bringing in security, where the intent is to do bodily harm to someone.
5.	Attendance – Cut/Skipped Class	Absence from class.
6.	Attendance – Cut/Skipped Detention	Absence from detention.
7.	Attendance – Left School Grounds	Leaving school grounds without permission.
8.	Attendance – Tardy	Tardy to school or class.
9.	Attendance – Truant	Absent for the day without authorization.
10.	Bomb Threat	Threatening to cause mental or physical harm to occupants of a school or to a school building by using a bomb or other incendiary device.
11.	Breaking and Entering	The unlawful entry into a school building or other property with the intent to commit a crime.
12.	Communication/Electronic Devices	Having on one's person a paging device, cellular telephone, or other electronic communication device that violates the Code of Conduct.
13.	Controlled Substances –	The sale of any controlled drug or narcotic substance or

	Sale of	equipment and devices used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by students.
14.	Controlled Substances – Possession with Intent to Sell	The possession of a quantity of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by students.
15.	Controlled Substances – Possession or Under the Influence	The unlawful use, cultivation, manufacture, distribution, purchase, possession, transportation or importation of any controlled drug or narcotic substance, or equipment and device used for preparing or taking drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs on school transportation, at school-sponsored events or at school. Category includes over-the-counter and prescription medications if abused by the student.
16.	Disorderly Conduct – serious class or campus disruption, etc.	Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. If the action results in a more serious incident, report in the more serious incident category.
17.	Extortion	To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal persecution, threat of destruction of reputation or social standing, or through other coercive means.
18.	Fighting mutual altercation	Mutual participation in a fight involving physical violence, where there is no one main offender. Does not include verbal confrontations, tussles or other minor confrontations.
19.	Fire Regulations Violation	False fire alarm; pulling alarm; possession of matches or lighters.
20.	Forgery	Forging or tampering with school documents. Examples are changing grades or signing notes.
21.	Gambling	To unlawfully bet or wager money or something else of value; assist, promote or operate a game of chance; tamper with the outcome of a sporting event or contest to gain a gambling advantage.
22.	Gang Activity	Characterized by turf concerns, symbols, special dress, colors among a somewhat organized group of some duration.
23.	Harassment – Verbal/ Physical	Verbal or physical conduct relating to an individual's membership in a class (including, but not limited to, perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability that creates an intimidating, hostile, or offensive working or learning environment.
24.	Harassment – Stalking	Threatening by following or watching or placing another in fear of receiving bodily harm, sexual assault, confinement, or restraint and following or watching the intended victim.
25.	Harassment – Sexual	Unwanted, repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient, causing discomfort or humiliation and interferes with school performance.
26.	Hate Crimes	An action motivated by hate due to some characteristics or

		perceived characteristics of the victim. Any act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. These actions create an intimidating, hostile, or offensive educational environment.
27.	Hazing	Method of initiation into any organization, group, club, etc., which causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation, or mental harm.
28.	Insubordination/Disrespect	Refusing a directive of a teacher, administrator or other staff member.
29.	Kidnapping/Abduction	The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.
30.	Larceny – personal or school property, or from vehicle on school property	The unlawful taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm. Included are pocket picking, purse or backpack snatching if left unattended or no force used to take it from owner, theft from a building, theft from a motor vehicle or motor vehicle parts or accessories, theft of bicycles, theft.
31.	Obscene/Abusive Language or Gestures Directed Toward a Student	To direct pornographic images, gestures or obscene language, verbally or in writing, to a <i>student</i> .
32.	Obscene/Abusive Language or Gestures Directed Toward Staff	To direct pornographic images, gestures or obscene language, verbally or in writing, to a <i>staff member</i> .
33.	Other	Any school conduct violation/incident resulting in short- or long-term suspension not classified in other required codes. The reason field must be completed when using this code.
34.	Technology – Unauthorized Use of Computers or any Other Technology	Willfully causing or attempting to cause damage to software, operating systems, data files, or unauthorized or inappropriate use of technology, as defined by the local code of conduct. This includes any violation of local technology policies.
35.	Threat/Intimidation physical or verbal threat or intimidation	To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. This also includes bullying. Bullying: Repeated negative behaviors either physical or mental, which target a specific victim. Behaviors may include, but not be limited to, threats, verbal or written abuse, physical abuse, harassment, ethnic or gender slurs, targeting a specific victim.
36.	Tobacco – possession, use where applicable	Where applicable, the possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on transportation to and from school or other school transportation.
37.	Trespassing	To enter or remain on a public school campus without authorization or invitation and with no lawful purpose for entry.
38.	Vandalism – destruction	The willful and/or malicious destruction, damage or defacement of

	of school or personal property	<p>public or private property, real or personal, without the consent of the owner of the person having custody or control of it. This category includes graffiti.</p> <p>Examples include: incidents such as destroying school computer records, carving initials or words in desktop or spray painting on walls.</p>
39.	Weapon Possession on school property – includes firearms and other weapons	<p><u>FIREARMS:</u> A firearm “is any weapon (including a starter gun) which is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, any destructive device; or any machine gun.” A destructive device is any bomb, grenade, mine, rocket, missile, pipebomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (operable or inoperable, loaded or unloaded): including but not limited to hand, zip, pistol, rifle, starter gun, flare gun and realistic replica.</p>
39.	(Weapon Possession continued)	<p><u>OTHER WEAPONS:</u> Possession, use or intention of use of any instrument or object to inflict harm on another person, to intimidate any person. Included in this category are all types of knives, chains (any not being used for the purpose for which it was normally intended and capable of harming an individual) pipe (any length or metal not being used for the purpose it was normally intended), razor blades or similar instruments (including pencils, pens), nunchakus, brass knuckles. Chinese stars, billy clubs, tear gas gun, electrical weapon or device (stun gun), or BB or pellet gun, explosives or propellants. Possession of any type of knife (including a pocket or penknife) is included here.</p>

Discipline Definitions

In-School Suspension: The temporary dismissal of a student from class by duly authorized school personnel in accordance with established regulation, served under supervision during school hours.

Out-of-School Suspension: The temporary dismissal of a student from classes by duly authorized school personnel in accordance with established regulation, served outside of school.

Alternative Placement: Placed in an alternative program for disciplinary reasons.

Expulsion: ***No longer a valid discipline code.***